

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

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## CRITERIA FOR EVALUATING GS-8 & GS-9 CAREERISTS

### Distinguishing between Professional and Technical

To distinguish between the professional and technical employee, a review of the work being done and the individual's ability to assume a greater variety and more complex duties must be considered.

More professional employees have identifiable characteristics when given the opportunity to be creative, to apply analytical methods in solving problems, to act in an advisory capacity and to properly evaluate and report findings. The professional employee has completed the EOD training cycle and/or on-the-job training and has usually been assigned to a specific position and is developing his/her technical knowledge, skills and general job competence. Generally, these employees have completed their formal education. Work assignments should provide opportunity for adding depth and breadth to the employee's experience in their occupational or functional area and be progressively more responsible in nature.

Most technicians are lacking in theoretical preparation and are only able to perform professional duties in a limited field or narrow area. Their training has been limited to on-the-job and the employee requires more supervision when attempting to perform duties outside of established procedures, rules, percepts and guidelines. In the case of the technical employee, assignments with growth opportunities are limited. These employees are well qualified to perform in a limited capacity although no limitation can be determined at this stage of the career.

### Skills to be considered for evaluation

General Support      - Support duties (finance, personnel, security, logistics, ops. support) at [redacted] STATINTL field installations being performed as or on behalf of the support/admin officers. Individuals assigned to HEADSET operations performing general support duties or providing advice and guidance to stations during periodic inspections and TDY would be included.

### Rating Legend on Actual Performance

H

- Actual assignment as Admin/Assistant with total support responsibility

M

- HEADSET (if travelling) or Acting Chief, Support on PCS assignment.

L

- One of above with less than Strong FR rating

O

- Employee has yet to be assigned duties and no evaluation can be made

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Budget

- Actual performance of maintaining obligations and encumbrances, preparation of APOD's, analysis of trend reports, assisting in compiling estimates for budget preparation.

H

M

L

O

- Participation in formulation of Budget estimates
- Participation in budget preparation
- Maintenance of obligations/encumbrances
- Employee has yet to be assigned duties and no evaluation can be made

General Finance

- Most duties performed in this category are basic finance functions performed in the major divisions of Office of Finance, and decentralized B&F offices, excluding audit function. Performance as Payroll Technician in Compensation Division would be included in this category as well as the Data Base Management Branch and Accounting Branch of Accounts Division. Performance of NOC work is included.

H

M

L

O

- Strong FR rating in performing a variety of functions.
- Based on proficient performance but limited functions.
- Limited experience.
- Employee has yet to be assigned duties and no evaluation can be made.

Monetary

- At this grade level, evaluations should take into consideration assignments as cashiers, custodian STATINTL of funds (imprest and station), and functions which include coordination with Monetary Division on [redacted]

STATINTL

H

M

L

O

- Assigned in Monetary other than disbursing; Class A with disbursing and conversion problems and/or rate changes
- Disbursing at Class A, B or C station with conversion problem; Decentralized Disbursing facility
- Petty Cash Fund or alternate custodian
- Employee has yet to be assigned duties and no evaluation can be made

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Systems

- Evaluation to be based on the employee's actual performance in the development, implementation or operation of a new or on-going computer system used in financial operations or in the use of systems in every day operations; preparation of menus and other documents for direct transmittal through use of terminal for various systems.

H

- Assignment in Systems Analysis Branch/P&SS design and development of systems. Testing and conversion teams are included.

M

- Assignment to Compensation Division, Covert

[REDACTED] CSAD, Accounts Division

L

- Use of system in daily work (input/output)

O

- Employee has yet to be assigned duties and no evaluation can be made

Audit

- Auditor of variety of financial transactions and processing of claims and vouchers in the major divisions of the central Office of Finance including ADL and the decentralized B&F offices. Employee's ability to grasp the variety of audit functions is essential in determining potential even though actual audit of the transactions has not occurred. Commercial audit work performed mainly in CSAD. As a speciality, rating of skills should be based on actual performance in CSAD with potential determined from education and previous assignments in commercial auditing of vouchers including proprietary accountings.

H

- Assignment to CSAD; Supervisor in Compensation Division or Central Travel Branch or Certification Branch; HEADSET officer

M

- Voucher Examiner in A&CD or Auditor in Compensation Division (non-supervisory)

L

- Limited experience in audit work while performing other duties.

O

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ACTUAL

H - High

- Strong to Outstanding performance - look for positive remarks in the narrative statements regarding ability to perform at a higher grade level with additional responsibilities.

M - Medium

- Proficient to Strong performance - employee may be recently assigned to position or just obtaining proficiency in performance of certain duties.

L - Limited

- Adequate to Proficient rating based on performance with indication in the fitness reports of areas for improvement. Also those employees with only limited experience in certain duties due to rotational assignments or performance of a speciality in the other skills category.

O - None

- Employee has yet to be assigned duties and no evaluation can be made.

POTENTIAL

H - High

- Completion of formal education with understanding of additional training internally as well as externally. Experience from previous jobs or assignments should be considered.

M - Medium

- Nearing completion of formal education with indication of strong initiative to complete. Two year degree with work experience would be considered and may indicate high potential when considering actual performance evaluation.

L - Limited

- Employee is attending college to improve his/her potential for development as a professional finance officer. This rating is provided to indicate employee's ability to perform in a proficient manner while undertaking an additional responsibility of self improvement.

O - None

- No potential indicated to perform other than assigned task which must be closely monitored.

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